

# **U.S. Army Heritage and Education Center**

## **Internship Description**

**The USAHEC offers in-depth professional experience through internships to students pursuing undergraduate and graduate degrees. Enrollment in a degree program is not required. Our dedicated internship mentors provide personal leadership to students who join their team. The USAHEC is a world-class working archive, museum, and educational facility; the USAHEC Internship Program is intended to provide real-world experience in the history, public history, museum, archival, public relations, graphic design, and library fields to eager and motivated students. The interns will support the mission and vision of the USAHEC and support daily activities and special projects supervised by USAHEC employees.**

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<b>Position:</b>	Digitization Program Management Intern
<b>Branch:</b>	Archives
<b>Mentor:</b>	J. Knechtmann
<b>Description:</b>	Train and work as part of the USAHEC archival digitization team. Work directly with the Archives Branch Chief to manage a multi-million dollar digitization program.
<b>Minimum Required Hours:</b>	240
<b>Required Coursework, Experience, and Skills:</b>	Bachelor's Degree in History, Public History, Applied History, Archives, Museum Studies, Library Science, or similar degree. Proficient in Microsoft Office Products.
<b>Required Documents:</b>	Internship Application (available on USAHEC website), Targeted Resume, Cover Letter

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**Email required documents to the USAHEC internship coordinator.**

**Mr. Karl Warner**  
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**717-245-4491**